

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under the direction of an Assistant Superintendent or other administrator, perform varied and complex secretarial and administrative assistant duties and provide assistance in matters related to employee/employer relations and employee negotiations; organize and coordinate workflow and communications; serve as office manager and provide work direction for subordinate office personnel.

REPRESENTATIVE DUTIES:

Organize and manage the office of an administrator who reports directly to the Superintendent; assure efficiency of office operations and staff; relieve the administrator of administrative detail.

Provide assistance to the Assistant Superintendent in matters related to employee/employer relations and employee negotiations.

Assist in processing employee grievances; investigate relevant data and establish files.

Conduct research and compile materials to assist the Assistant Superintendent in conducting employee negotiations; type and prepare written drafts.

Take and transcribe using any form of dictation or notetaking, letters, reports, bulletins and memoranda, including material of a confidential nature.

Compose difficult correspondence independently on a variety of matters, from notes, rough draft, transcription machine tapes or verbal instructions.

Assist as directed in the preparation of the division budget; maintain financial records for assigned programs, projects and activities.

Organize and collect statistical data and background materials to consolidate preparation of statistical, financial and administrative reports, including the division budget.

Receive visitors and interview callers; respond to routine inquiries and screen and refer callers to other individuals as appropriate.

Coordinate communications and provide information to administrators, other employees, students, parents and the public as necessary; interpret and explain State and federal laws and guidelines, District policies, programs, rules, requirements and procedures.

Maintain an understanding of the programs and functions of the division and their relation to the District operation as a whole; establish and assess work priorities to assure the timely completion of projects and assignments.

Train and provide work direction to subordinate office personnel; provide input and assistance in the selection, evaluation and discipline of office staff.

Prepare and assemble Board agenda items, assuring the inclusion of required background materials.

Prepare and distribute meeting notices and agendas; attend meetings, workshops and conferences to record proceedings or receive information; prepare and distribute comprehensive minutes of meetings, workshops and conferences.

May perform the duties of the Secretary to the Superintendent in the secretary's absence.

Maintain a variety of complex and confidential files, records and reports related to personnel, payroll, division activities and State and federal projects and programs.

Originate and independently prepare material for the approval of the administrator; prepare and revise a variety of documents, reports, catalogs and other materials.

Open, sort and route U.S. and District mail.

Maintain calendar for the administrator; schedule appointments and arrange meetings, workshops or conferences by letter or by phone.

Order, receive, inventory, store and distribute office supplies and forms; assure adequate materials to support office functions and activities.

Operate a variety of office machines and equipment, including computer terminal, typewriter, calculator, copiers and word processor.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, coordination and management of an administrator's office.
Basic principles & practices of administration, supervision and training.
School District organization, operations, policies and objectives.
Applicable sections of the State Education Code and other applicable laws.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Statistical and financial record-keeping techniques.
Principles, operation and use of word processing equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communications skills.
Interpersonal relations skills using tact, patience and courtesy.
Operation of computer and/or word processing hardware.

ABILITY TO:

Organize and coordinate communications and clerical and secretarial duties in an administrative office.
Collect and organize statistical data and background material for agenda items.
Take minutes at meetings and conferences.
Organize complex material and summarize in report form the discussion of actions taken.

Train, schedule and furnish work direction to clerical and secretarial assistants as assigned.
Work independently with little direction.
Type at 40 words per minute net from clear copy.
Analyze problems accurately and adopt an effective course of action.
Understand and follow oral and written directions.
Compose independently or from oral instructions letters, memos, bulletins or other material.
Work cooperatively and effectively with others.
Read, interpret and follow rules, regulations, policies and procedures.
Operate various office machines such as typewriter, adding machine, calculator, copy machines, computer terminal and word processor.
Make arrangements for meetings, workshops and conferences.
Maintain records and prepare reports.
Maintain a variety of filing systems.
Make arithmetic calculations with speed and accuracy.
Meet schedules and timelines.
Plan and organize work.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Type from transcribing equipment.
Attend meetings, conferences and workshops.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of two years of college level course work with a major in secretarial science or related business field and four years increasingly responsible secretarial experience, including two years at the level of administrative secretary.

WORKING CONDITIONS:

District office environment.

SrAdmSec

